

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Equipment****A. Maintenance and Repair**

School employees shall be utilized, whenever feasible and economical, for routine maintenance and repair. Within budgetary limitations the superintendent is authorized to employ outside contractors for the maintenance and repair of complicated and specialized equipment.

B. Responsibility

Building principals shall be responsible for the inspection of equipment under their jurisdiction and for reporting the results to the central office.

C. Transfer

Procedures will be developed to ensure that when equipment is transferred from one location to another that the permanent inventory file reflects the transfer.

D. Replacement

All division equipment shall be placed on a replacement schedule and the superintendent shall include in the recommended budget, funds to maintain the replacement schedule.

Requests for replacement of equipment shall be submitted by principals and other supervisors on regular budget request forms. Replacement of equipment, other than approved in the adopted budget, shall be considered in an emergency situation only.

Adopted by School Board: March 24, 1987